

COLESHILL PARISH COUNCIL

MINUTES

Of the Parish Council meeting held on Monday 19th June 2023 at 7.00 pm, held at the Village Hall, Barrack Hill, Coleshill

Parish Councillors: Tony Treacy (AT) Chair
Louise Templeton (LT) Nigel Suttie (NS)
Ben Morgan (BM) Gemma Clifford-Newman (GCN)

Parish Clerk: Lynda Jackson (LJ)

County Councillors: 0

Members of Public: 0

- Apologies for Absence:** Cllrs. Carl Jackson, Simon Rowse, Carl Jackson (all Bucks) & Cllr. Jon Herbert (CPC)
- Minutes of previous meetings:** It was moved by AT and **resolved** that the minutes of the Annual Parish Council meeting held on Monday 15th May 2023 be signed as a true record of the meeting.
- Declaration of Interest:** None
- Councillor vacancy – 1**
- Matters arising:**
Sending reminders to residents about upcoming Council meetings. At the last meeting a resident suggested that a reminder should be sent to the village mailing list to encourage more people to attend. AT advised the meeting that there is a list of meeting dates on the website and noticeboard and that the meeting notice is also published 3 weeks before the date. It was **agreed** to leave things as they are at present as the current mailing list is quite small. The matter could be discussed again if the Council decide to use social media in the future.

Meeting Closed: 19:04

DEMOCRATIC PERIOD-

- Email from Susan Smith suggesting that there should be traffic calming during the upcoming UKPN works and road closures. AT advised that Traffic management would be in place during the works, and it is expected that less traffic will use the village as a cut-through during this period. It was **agreed** that if any issues arose then the contractor would be notified immediately.*
- Stuart Watson on behalf of Coleshill Cricket Club regarding the long grass and weeds at the Jack Adams field which are distributing seed onto the Cricket green most of which are dandelion & thistle. This has financial implications for the Club as they hire out and get top rates, but this will be impacted if the pitch continues to be impacted and deteriorate. AT **agreed** to visit the JAF to review the problem.*

Meeting re-opened: 19:11

- Clerk's Report: - BMKALC Conference 17th October**– Council agreed to wait and see what was on the agenda before deciding whether to purchase tickets. In the meantime, BM **agreed** to find out more about Community Resilience and contact Beth Ruth about Community Emergency Plans.

7. Report from Planning, BC updates:

i) **Ref. No: PL/23/1432/SA** Red Cottage Tower Road Coleshill HP7 0LB - **Noted**

Ref. No: PL/23/1499/FA | Stockings House Bottrells Lane Coleshill HP7 0JX **NO OBJECTION**

Ref. No: PL/23/1645/FA Bowers Mill Farm Magpie Lane Coleshill HP7 0LU **NO OBJECTION**

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ii) **Bucks update** – No-one present from Bucks.

iii) **Transport report** – JH had circulated his report as part of Council papers for the meeting. The main content was the upcoming UKPN work. A letter to Bucks had been prepared and circulated asking for support in obtaining a PID costing for reducing the speed limit on Magpie Lane. Council **approved** the letter and asked that it be sent to Richard Baker Corporate Director responsible for Highways & Technical Services.

iv) **Bucks' policy on rural grass-cutting & Hill Meadow triangle volunteer cuts** -GCN informed the meeting that she had been approached by Jean Dover as her sons had recently cut the overgrown grass at the entrance to Hill Meadow & the traffic triangle opposite. It was felt that some sort of recognition should be sent to the volunteers. What has come to light is that this year Highways are only completing 2 grass-cuts per season. The first will be between 19th April and 19th June. The second cut dates are to be advised. None of the triangles have been cut by Bucks so far or the entrance to Hill Meadow which is part of the grass-cutting schedule. If residents notice overgrown vegetation that is affecting vision splays for drivers or cyclists, they are being advised to report the location on Fix my street. Council **agreed** that this was not an ideal way to keep people safe and that the problem should be escalated with Bucks through the parish Bucks members. It was also **agreed** to send a letter of thanks to the 3 volunteers and explain the new rules set by Bucks.

v) **Town & Parish charter survey**– It was **agreed** that LJ should complete the consultation. Councillors were asked to go through content and send any comments they wished to make to the Clerk.

vi) **Consultation on Bucks Council draft charitable collections response** – Council had all given their views on this proposed policy and were unanimously against. It was **agreed** to send the circulated response to Licensing by the deadline date.

vii) **Hodgemoor Woods update** – The email from the Forestry Commission was **noted**.

viii) **UKPN planned works over summer** – The circulated plans and details were **noted**. Concerns were raised about the condition of the road once the works are completed.

8. Report from Open Spaces: NS & LT had provided reports that were circulated to Councillors prior to the meeting.

i) **Monthly Play inspections & PROW report** – Nothing to report.

ii) **Annual Play area inspections & action plan** – LT advised she had tried on several occasions to contact Gary Pollock who was going to give a quote to Council for completing the annual inspection works. It is now assumed that Mr Pollock is not interested in taking on the work. It was **agreed** that an article be put into the next issue of the newsletter for a volunteer or handy `person` to do small works in the play area.

iii) **CMC report, CMC budget reduction & quote for grassland cut.** – NS informed the meeting that the CMC have continued with maintenance work. The willows at the pond have now been pollarded. Continuous pollarding has caused much decay over the years, and it is advised that they should really be cut down. The CMC advised that it would be advisable to go ahead with the trench to give the owner of Park End cottage some reassurance. Once this work is done the CMC will keep a close eye on the willows annually. The contractor has also looked at the ash trees at the pond and reported that 2 out of 3 are affected with ash die-back. A quote to remove has been received. It was **agreed** that LJ contact David Stowe to enquire whether he has money in his budget this year for the work. A 2nd quote will also be sought. The CMC have met to discuss the new budget process requested by Bucks and are currently putting an action plan together for 2024 based around the budget requirement. The plan will be ready for the July meeting. The contractor has cut an area of the central grassland that was requested by residents. NS confirmed the contractor would be used again due to the good standard of work. The quote for the grassland cut was approved formally for minuting.

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iv) **CMC meeting date change** – LJ was asked to contact the Hall to change the November meeting date to 5th September

v) **Jack Adams field play trail fence work** – The materials estimate supplied by JH to complete the work with volunteers was **approved**.

9. Finance: The RFO had provided a report which was circulated to Councillors prior to the meeting.

i) **Cashbook, Bank balances and reconciliation as at 31.05.23** – the previously circulated documents were **agreed**, there were no outstanding issues. The clerk has an appointment with TSB to ensure the mandate has been changed correctly.

ii) **Annual Finance review** - The RFO had completed a thorough Finance review and provided a detailed report on Banking arrangements, Financial Regulations, Fixed Assets and Internal Controls. In addition, the effectiveness of the Internal Auditor was also included.

iii) **Review of Internal Controls** - the RFO went through the previously circulated document which contained a review of procedures and financial controls. The conclusion was that the Council are taking appropriate steps to ensure that an adequate Control of Risk is maintained.

iv) **Grant request for village event** – Council approved a grant request of up to £60 to help with costs for an Arts & Crafts event on 8th July at Orchard House.

10. Items for payment:

The payments CB23-23-through to CB23-34 for June totalling £4286.27 were **approved**.

PAYMENT OF ACCOUNTS FOR JUNE 2023

CB No.	NAME	ITEM	TOTAL	VAT	NET
CB23-23	L Jackson	May pay	449.24	0.00	449.24
CB23-24	L Jackson	Ionos fee, top up & IONOS My website now	39.99	5.00	34.99
CB23-25	HMRC	1st qtr tax & ni	387.81	0.00	387.81
CB23-26	IKON ICT	office subscription	10.30	0.00	10.30
CB23-27	John Emms	JAF treework	1250.00	0.00	1250.00
CB23-28	ABS	stationery	21.96	3.66	18.30
CB23-29	Gabris treecare	CMC - Pond willows pollarding	1320.00	0.00	1320.00
CB23-30	SLCC	annual membership	112.00	0.00	112.00
CB23-31	A Davis	monthly sub editor software	19.97	3.33	16.64
CB23-32	Information Commissioner	annual renewal	35.00	0.00	35.00
CB23-33	D Flack	1/3 Common grasscut	360.00	0.00	360.00
CB23-34	R Amarasingh	May grass cuts & HM jetwash	280.00	0.00	280.00
	TOTAL		4286.27	11.99	4274.28

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11. Councillors reports for areas of responsibility:

School PTA – GCN confirmed that she was to have an initial meeting with a member of the school PTA and would report back.

12. Next Meeting date: Monday 17th July 2023 7.00 pm at Coleshill Village Hall

20:00pm.Meeting Closed.

Signed **Date**